

ENTRY PROCEDURES

The Adult Head Injury (AHI) Service Coordinator is the entry point for new clients to enroll in the AHI Program.

Referrals should be made directly to the AHI Service Coordinator responsible for the county in which the client resides.

Upon referral the AHI Service Coordinator will:

- Contact the client or family member;
- Schedule a face-to-face visit;
- Conduct an initial assessment of needs and goals;
- Explain the program and benefits available;
- Obtain a signed Enrollment Information Form (CC-1);
- Obtain a signed Authorization for Disclosure of Consumer Medical/Health Information (MO 650-2616) to gather written documentation of Traumatic Brain Injury (TBI);
- Determine financial eligibility (185% of federal poverty guidelines) by one of the following two methods:
 1. Obtaining a copy of the client's most current Form 1040, if the form is reflective of the client's current income. The adjusted gross income and the number of family members are used to determine eligibility; and
 2. Obtaining a signed statement of the client's family income for the last three months and projected income for the remainder of the year.
 - Refer the client to any other public or private resources for which the client may be eligible;
 - Identify key persons for the Person-Centered Planning Team; and
 - Develop an initial Special Health Care Needs (SHCN) Service Plan.

Until the client's medical and financial eligibility are documented and the enrollment process is complete, no rehabilitative services shall be approved.

If a requested service is also covered by a third party payer for which the client may be eligible, no rehabilitative services will be approved until determination of eligibility for such service has been resolved and provided to SHCN in writing.